

Section IIF:

**Request for Applications for the Office of Community Services' FY 2003 Training,
Technical Assistance and Capacity-Building Program**

ACTION: Request for Applications Under the Office of Community Services' FY 2003 Training, Technical Assistance and Capacity-Building Program.

SUMMARY: The Office of Community Services announces that competing applications will be accepted for new grants pursuant to the Secretary's authority under section 674(b) of the Community Services Block Grant (CSGB) Act, as amended, by the Community Opportunities, Accountability, and Training and Educational Services (COATES) Human Services Reauthorization Act of 1998, (P.L. 105-285).

The program announcement consists of two parts. Part A provides information on the legislative authority, defines terms used in the program announcement and describes the purposes of the program, the priority areas that will be considered for funding, and which organizations are eligible to apply in each priority area. Part B provides details on application prerequisites, anticipated amounts of funds available in each priority area, estimated number of grants to be awarded, and other grant-related information.

Dates: The closing time and date for receipt of applications is 4:30 p.m. (Eastern Time Zone), August 11, 2003. Mailed or hand carried applications received after 4:30 p.m. on the closing date will be classified as late.

CATALOG FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 93.570.

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Part I: Background Information

1. Legislative Authority

Sections 674(b)(2) and 678A(a)(1)(A) of the Community Services Block Grant (CSBG) Act of 1981, (P.L. 97-35) as amended by the Community Opportunities, Accountability, Training and Education Services (COATES) Act of 1998 (Public Law 105-285), authorizes the Secretary of Health and Human Services to utilize a percentage of appropriated funds for training, technical assistance, planning, evaluation, performance measurement, monitoring, to assist States in carrying out corrective actions and to correct programmatic deficiencies of eligible entities, and for reporting and data collection activities related to programs or projects carried out under the CSBG Act. The Secretary may carry out these activities through grants, contracts or cooperative agreements. To address program quality in financial management practices, management information and reporting systems, measurement of program results, and to ensure responsiveness to identified local needs, the Secretary is required to distribute funds directly to eligible entities, or statewide or local organizations, (including faith-based organizations) or associations with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities. One of the needs of low-income families is to gain access to the skills and knowledge to form and sustain healthy marriages. The Secretary may carry out the remaining activities through appropriate entities.

The process for determining the technical assistance, training and capacity-building activities to be carried out must (a) ensure that the needs of eligible entities and programs relating to improving program quality, including financial management practices, are addressed to the maximum extent feasible; and (b) incorporate mechanisms to ensure responsiveness to local needs, including an on-going procedure for obtaining input from State and national networks of eligible entities. Thus, the CSBG Monitoring and Assessment Task Force (MATF) continues to focus on implementation of the Results-Oriented Management and Accountability (ROMA) system to address the challenges and unmet needs of States and Community Action Agencies and to increase program quality and management within the Community Services Network. The Task Force has taken a comprehensive approach to monitoring, including establishing national goals and outcome measures and target dates for nation-wide implementation; reviewing data needs relevant to these outcome measures; and assessing technical assistance and training provided toward Capacity-Building within the Community Services Network.

2. Definitions of Terms

For purposes of the FY 2003 CSBG Training, Technical Assistance and Capacity-Building Program, the following definitions apply:

At-Risk Agencies – refers to CSBG eligible entities in crises. The problem(s) to be addressed must be of a complex or pervasive nature that cannot be adequately addressed through existing local or State resources.

Capacity-building – refers to activities that assist Community Action Agencies (CAAs) and other eligible entities to improve or enhance their overall or specific capability to plan, deliver, manage and evaluate programs efficiently and effectively to produce intended results for low-income individuals. This may include upgrading internal financial management or computer systems, establishing new external linkages with other organizations, improving board functioning, adding or refining a program component or replicating techniques or programs piloted in another local community, or making other cost effective improvements.

Community – in relationship to broad representation refers to any group of individuals who share common distinguishing characteristics including residency, for example, the “low-income” community, or the “religious” community or the “professional” community. The individual members of these “communities” may or may not reside in a specific neighborhood, county or school district but the local service provider may be implementing programs and strategies that will have a measurable affect on them.

Community in this context is viewed within the framework of both community conditions and systems, i.e., (a) public policies, formal written and unstated norms adhered to by the general population; (b) service and support systems, economic opportunity in the labor market and capital stakeholders; (c) civic participation; and (d) an equity as it relates to the economic and social distribution of power.

Community Services Network – (CSN) refers to the various organizations involved in planning and implementing programs funded through the Community Services Block Grant or providing training, technical assistance or support to them. The network includes local Community Actions Agencies and other eligible entities; State CSBG offices and their national association; CAA State, regional and national associations;

and related organizations that collaborate and participate with Community Action Agencies and other eligible entities in their efforts on behalf of low-income people.

Cooperative Agreement – is an award instrument of financial assistance where “substantial involvement” is anticipated between the awarding agency and the recipient during the performance of the contemplated project or activity. “Substantial involvement” means that the recipient can expect Federal programmatic collaboration or participation in managing the award. The specific responsibilities of the awarding agency and the recipient will be determined as part of the process of creating the cooperative agreement.

Eligible entity – means any organization that was officially designated as a Community Action Agency (CAA) or a community action program under section 673(1) of the Community Services Block Grant Act, as amended by the Human Services Amendments of 1994 (P.L.103-252), and meets all the requirements under sections 673(1) (A) (I), and 676A of the CSBG Act, as amended by the COATES Human Services Reauthorization Act of 1998.

Local service providers – are local public or private non-profit agencies that receive Community Services Block Grant funds from States to provide services to, or undertake activities on behalf of, low-income people.

Nationwide – refers to the scope of the technical assistance, training, data collection, or other capacity-building projects to be undertaken with grant funds. Nationwide projects must provide for the implementation of technical assistance, training or data collection for all or a significant number of States, and the local service providers who administer CSBG funds.

Non-profit Organization – refers to an organization, including faith-based and community-based, which has “demonstrated experience in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities”. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization’s listing in the Internal Revenue Service’s (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization’s certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under “Grants Manuals & Forms” at:

www.acf.hhs.gov/programs/ofs/forms.htm

Outcome Measures – are indicators that focus on the direct results one wants to have on customers and on communities.

Performance Measurement – is a tool used to objectively assess how a program is accomplishing its mission through the delivery of products, services and activities.

Program technology exchange – refers to the process of sharing expert technical and programmatic information, models, strategies and approaches among the various partners in the Community Services Network. This may be done through written case studies, guides, seminars, technical assistance and other mechanisms.

Regional Networks – refers to CAA State Associations within a region.

Results-Oriented Management and Accountability (ROMA) System – ROMA is a system, which provides a framework for focusing on results for local agencies funded by the Community Services Block Grant Program. It involves setting goals and strategies and developing plans and techniques that focus on a result-oriented performance based model for management.

State – means all of the 50 States and the District of Columbia. Except where specifically noted, for purposes of this program announcement, it also includes specified Territories.

State CSBG Lead Agency (SCLA) – is the lead agency designated by the Governor of the State to develop the State CSBG application and to administer the CSBG Program.

Statewide – refers to training and technical assistance activities and other capacity-building activities undertaken with grant funds that will have significant impact, i.e., activities should impact at least 50 percent of the eligible entities in a State.

Technical assistance – is an activity, generally utilizing the services of an expert (often a peer), aimed at enhancing capacity, improving programs and systems, or solving specific problems. Such services may be provided proactively to improve systems or as an intervention to solve specific problems.

Territories – refers to the Commonwealth of Puerto Rico and American Samoa for the purpose of this announcement.

Training – is an educational activity or event that is designed to impart knowledge, understanding or increase the development of skills. Such training activities may be in the form of assembled events such as workshops, seminars, conferences or programs of self-instructional activities.

Part B - Program Goals & Priority Areas

1. Goals

This Training, Technical Assistance and Capacity-Building grant announcement is intended to provide funding to eligible partners within the Community Services Network to advance achievement of the six national community action goals:

Goal 1: Low-income people become more self-sufficient.

Goal 2: The conditions in which low-income people live are improved.

Goal 3: Low-income people own a stake in their community.

Goal 4: Partnerships among supporters and providers of service to low-income people are achieved.

Goal 5: Agencies increase their capacity to achieve results.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

These goals were established by the Network and have been used over the past nine years to focus its work on achieving meaningful and measurable improvements

in the lives of clients and communities. Establishing these goals in 1994 was an initial step in the Network's voluntary effort to develop and install a comprehensive performance-based management system, "Results Oriented Management and Accountability," or ROMA. Sections 676(b)(12) and 678(E) of the CSBG Act, as amended in 1998, mandate implementation of ROMA across the entire Community Services Network, with performance reporting from all partners in the Network to have begun by October 1, 2001.

This grant announcement seeks to encourage the development or expansion of specific community action initiatives within the framework of the six national goals. Successful applicants will help move the Network toward improved programs, outcomes and greater accountability.

OCS is soliciting applications for the Fiscal Year 2003 competition for Training, Technical Assistance and Capacity-Building funding in the following priority and sub-priority areas:

2. Listing of Priority Areas

Priority Area 1.0 Achieving Goal 1: Low-Income People Become More Self-Sufficient.

Sub-priority Areas:

1.1 Community Action Continuing Education and Career Advancement Strategies (EC).

- 1.2 Peer-to-Peer Technical Assistance on Continuing Education and Career Advancement (PP).
- 1.3 Effective Self-Sufficiency Service “Bulletins” (SB).
- 1.4 Knowledge Transfer Collaborations (KT).
- 1.5 Outreach and Service to Diverse Populations and Cultures (DC).
- 1.6 Asset Formation and Financial Service Opportunities (AF).

Priority Area 2.0 Achieving Goal 2: The Conditions in Which Low-Income Individuals’ Lives Are Improved.

Sub-priority Areas:

- 2.1 Community Building Knowledge Transfer Collaborations (CK).
- 2.2 Technology Training and Career Opportunities (TC).

Priority Area 3.0 Achieving Goal 3: Low-Income People Own a Stake in their Community.

Sub-priority Areas:

- 3.1 Volunteers for Service in the Community (CS).
- 3.2 Strengthening Participation in Agency Governance (AG).

Priority Area 4.0 Achieving Goal 4: Partnerships among Supporters and Providers of Service to Low-Income People Are Achieved.

Sub-priority Areas:

4.1 State Organizational Patterns and Programs Coordination (SO).

Priority Area 5.0 Achieving Goal 5: Agencies Increase Their Capacity to Achieve Results.

Sub-priority Areas:

5.1 ROMA Implementation Clearinghouse (CH).

5.2 Improving Community Action Service Coordination and the Measurement and Reporting of Results for Coordinated Service Initiatives.

Priority Area 6.0 Achieving Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems.

Sub-priority Areas:

6.1 Strengthening the Role of Fathers in Child and Family Life (MS).

6.2 Promoting Healthy Marriages (HM).

3. Eligible Applicants

See requirements under individual sub-priority areas in Part C.

4. Forms of Awards

All awards made under this announcement will be grants.

5. Availability of Funds

The total amount of funds currently available for new grants in FY 2003 under this Program Announcement is \$1,550,000. For multi-year projects, continued funding is dependent upon proof of satisfactory performance and the availability of Federal funds. Amounts expected to be available and numbers of grants under each sub-priority area stated in Part B and C are as follows:

Sub-Priority Area	Approx. Funds Available For New Projects	Estimated Number of New Grants
1.1 Community Action Continuing Education and Career Advancement Strategies (EC)	\$65,000	1
1.2 Peer-to-Peer Technical Assistance on Continuing Education and Career Advancement (PP)	\$120,000	3
1.3 Effective Self-Sufficiency Service "Bulletins" (SB)	\$125,000	25
1.4 Knowledge Transfer Collaborations (KT)	\$125,000	5
1.5 Outreach and Service to Diverse Populations and Cultures (DC)	\$75,000	10
1.6 Asset Formation and Financial Service Opportunities (AF)	\$75,000	1
2.1 Community Building Knowledge Transfer Collaborations (CK)	\$125,000	5
2.2 Technology Training and Career Opportunities (TC)	\$50,000	1
3.1 Volunteers for Service in the Community (CS)	\$125,000	5
3.2 Strengthening Participation in Agency Governance (AG)	\$100,000	4
4.1 State Organizational Patterns and Program Coordination (SO)	\$45,000	1
5.1 ROMA Implementation Clearinghouse (CH)	\$200,000	1
5.2 Improving Community Action Service Coordination (SI)	\$80,000	1

6.1 Strengthening the Role of Fathers in Child and Family Life (MS)	\$120,000	3
6.2 Promoting Healthy Marriages (HM)	\$120,000	3
Totals	\$1,550,000	69

Part C: Program Projects

Priority Area 1.0 Achieving Goal 1: Low-Income People Become More Self-Sufficient

OCS believes that community action has a unique opportunity to strengthen its anti-poverty, self-sufficiency successes over the next several years across a continuum of low-income populations it currently serves: (a) families with a long history of receiving public assistance that need help to begin the process of achieving self-sufficiency; (b) families that have moved from welfare to work but continue to require support to maintain basic life functions, or the “working poor;” and (c) families that are unemployed or under-employed as a result of current economic conditions and that need temporary services until they regain their former status in the workforce.

For Fiscal Year 2003, OCS seeks to develop training and technical assistance resources within the Community Services Network that will help State and local programs improve their capability to serve these three populations. Specifically, OCS will fund the development of technical assistance guides and peer-to-peer training opportunities focused on four critical aspects of economic growth and stability among low income families:

- Promoting job advancement among the working poor, including opportunities for continued education and skill acquisition;
- Providing effective supports for sustaining movement toward self-sufficiency;
- Meeting the needs of low-income individuals and families from diverse cultural backgrounds;
- Helping low-income families access financial services and accumulate sufficient assets to take major steps on the road to self-sufficiency, such as capitalizing a small business, purchasing a home or pursuing higher education.

Sub-Priority 1.1 – Community Action Continuing Education and Career

Advancement Strategies (EC)

OCS is aware of the growing involvement of community action agencies in all forms of employment skill building activities among low income populations, including direct participation in, or partnership with, Workforce Investment Act (WIA) programs, and the creation of special continuing and higher educational programs either “in house” or in concert with local colleges and universities.

OCS will support the development of a technical assistance guide for State and local community action agencies describing effective approaches to helping low-income individuals and families gain needed knowledge and skills to advance in the labor force, achieve higher income and move toward greater economic independence. The guide will: (a) Summarize current knowledge and skill enhancement strategies within the Community Action Network at the State and local levels, including general, vocational, and higher educational opportunities provided to low-income clients; (b) Identify and describe State and local community action programs and partnerships (especially with

WIA entities and programs) that have been successful in helping clients achieve enhanced employment and career opportunities; and (c) Identify potential sources of support and technical assistance for such knowledge and skill building programs.

Eligible Applicants: State CSBG Lead Agencies, State CAA Associations, local eligible entities and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under “Grants Manuals & Forms” at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Award: OCS plans to award one grant at a maximum of \$65,000 for one year.

Sub-Priority Area 1.2 Peer-to-Peer Technical Assistance on Continuing Education and Career Advancement

OCS seeks to expand the number of community action programs that are successful in helping low-income individuals and families achieve employment gains and career opportunities through enhance knowledge and skill building initiatives. As peer-to-peer sharing of information and expertise within the Community Services Network has proven to be an effective way of promoting replication of good practices, OCS will fund up to three local community action programs to provide technical assistance on such efforts. Successful applicants will demonstrate in their applications that they: (a) Maintain on-going programs designed to increase employment and career opportunities for low-income individuals and families; (b) Achieve objectives as measured by sustained client employment and income gains; and (c) Coordinate with other educational institutions and/or job training programs within the community.

Successful applicants will (d) actively “market” their availability to State and local community action agencies; (e) Provide on-site technical assistance to at least five State and/or local community action agencies during the grant period; and (f) Develop and provide written technical assistance materials on request to the entire Community

Services Network that describe how the successful program was developed and implemented, partnerships, challenges and client employment or career outcomes.

Eligible Applicants: Local eligible entities and private non-profit organizations, including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award three grants at a maximum of \$40,000 each for one year.

Sub-priority 1.3 – Effective Self-Sufficiency Service “Bulletins” (SB)

OCS recognizes the on-going need within the Community Services Network to find better ways of sharing information on effective programs and service strategies across State and local agencies and among the various programs administered within each agency. Such information is all the more critical today, as we better understand the influence of individual services, such as housing, transportation or medical assistance, on the overall ability of low-income individuals or families to move toward self-sufficiency. Similarly, coordination of such services to the elderly or individuals with disabilities underpins their continued ability to live independently. All too often, an absence or weakness of one supportive service, such as transportation or child care assistance, may threaten to derail employment gains made by low-income working families, or force the elderly or disabled to lose their independence prematurely.

OCS will fund the development of up to 25 Effective Service “Bulletins” for distribution to the Community Services Network. These “Bulletins,” envisioned to be approximately 5-10 pages in length, will describe successful programs or service strategies developed by State and local community action agencies in on or more of the following service categories:

Childcare and Child Development – including direct provision of child care child development (i.e., Head Start) and after school programs for working parents by community action agencies, or partnerships with other community organizations that provide these services.

Continuing and Higher Education – including educational programs operated “in house” by community action agencies, or through formal linkages with local institutions of higher education.

Emergency Cash Assistance – direct community action agency assistance or arranged help from other community organizations in response to major, unanticipated needs, such as emergency medical care, payment of home energy bills or car repair.

Family Development – including programs that encourage the formation and maintenance of healthy marriages, increase parenting and life skills, and promote greater parental participation in child-raising and nurturance, especially among fathers.

Food and Nutrition – including “emergency” food distribution, supplemental food assistance, nutrition education and counseling.

Healthcare – including medical care/disease prevention and health promotion services provided by community action agencies, partnerships and linkages with health care providers in the community, access to public health care insurance (i.e., Medicare, Medicaid, CHIP) or private health insurance from employment gained through community action assistance.

Housing – services across the entire housing continuum, including temporary shelter for the homeless, transitional housing, subsidized housing, and assistance toward home ownership. Improvement of existing housing through rehabilitation or weatherization.

Job Training and Employment Assistance – including direct provision of job training and employment assistance by community action agencies, or in partnership with other programs and services in the community.

Mental Health and Substance Abuse – including prevention, intervention and treatment services provided directly by community action agencies or through formal linkages with other service providers.

Transportation – including assistance with arranging safe and reliable transportation within families and/or among others in the community, financial support for public transportation or for the purchase of a vehicle, strategies for affordable vehicle maintenance, including partnerships with other service providers, the creation of Individual Development Accounts that help clients build assets toward the purchase of a vehicle.

Youth Services – including such services as after-school recreational and academic enrichment programs, job training and placement, mental health/substance abuse prevention and treatment, and health and life skills education (i.e., adolescent pregnancy prevention, anger-management, conflict resolution).

Each “Bulletin” will contain: (a) A description of the need being addressed by the program, service or services; (b) The program, service or services provided; (c) Relevant linkages to other programs or services within the agency or partnerships with other service providers; (d) Client-focused outcomes used to determine program “effectiveness;” and (e) Agency contacts for further information.

Eligible entities may apply for and receive more than one grant to produce Effective Service Bulletins. Each grant application must, however, be submitted separately. Applicants with coordinated programs or service strategies are especially encouraged to seek funding to develop Effective Service Bulletins.

Eligible Applicants: State CSBG Lead Agencies, State CAA Associations, local eligible entities and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofsf/forms.htm

Anticipated Grant Awards: OCS plans to award 25 grants at a maximum of \$5,000 each for one year.

Sub-Priority Area 1.4 -- Knowledge Transfer Collaborations (KT)

OCS will support up to five collaborations among State and/or local community action organizations to advance service delivery in one or more of the categories described above. Specifically, OCS will fund new or pre-arranged working relationships between or among any combination of two or more State agencies, State CAA associations, or local agencies to spread the adoption of successful programs or service strategies that support movement of low-income individuals and families toward greater self-sufficiency.

Grants may support collaborations that involve a variety of relationship, including:

- (a) One agency providing technical assistance to another, such as one State agency, CAA association or local agency helping another;
- (b) A number of agencies or associations with common needs receiving technical assistance from an outside source;
- or (c) A “consortia” of agencies helping each other work toward common service improvements or outcomes.

Successful applicants for Knowledge Transfer Collaboration Grants must demonstrate in their application:

- (d) Understanding of the service improvement needs to be addressed by the collaboration;
- (e) Clear delineation of the roles and responsibilities of each partner in the collaboration, both in terms of providing and receiving technical assistance;
- (f) A detailed plan for carrying out each phase of service improvement planning, implementation and evaluation and reasonable timelines for completion;
- (g) The anticipated client-focused outcomes to be achieved as a result of

technical assistance and collaboration; and (h) formal collaborative agreement signed by all parties containing this information.

Eligible Applicants: State CSBG Lead Agencies, State CAA Associations, local eligible entities and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award 5 grants at a maximum of \$25,000 each. Awards, on a competitive basis, will be for a one-year budget period. The project period may be for 3 years. Applications for continuation grants funded under these beyond the one-year budget period but within the 3-year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

Sub-Priority 1.5 Outreach and Service to Diverse Populations and Cultures (DC)

OCS seeks to increase the focus and effectiveness of Community Action Network assistance to low-income families from diverse national origins and cultures. OCS is particularly interested in supporting the immediate and longer-term movement of these families out of the ranks of the “working poor” into jobs and careers that support economic self-sufficiency.

A number of State and local community action agencies have tailored outreach activities, programs and service delivery strategies that are particularly responsive to the needs and conditions of low-income families from diverse national origins and cultures. Such strategies take into account and respect, such factors as family structure and roles, language, religious beliefs and social custom.

OCS invites these States and communities to share their experiences and results with the entire Community Services Network. OCS will find up to ten grantees to prepare 10-20 page descriptions of special efforts they have made to take into account

and accommodate, service needs of low-income families from diverse nationalities and cultures in one or more of the following:

- Agency outreach to families and individuals in need of assistance;
- Agency intake, eligibility determination or service planning;
- Special service delivery considerations, including language, family roles and structure, customs or religion; and
- Service Outcomes and Measures of Effectiveness

Applicants may focus their work in any population or population subgroup.

Successful applicants will demonstrate in the narrative portion of the application: (a) Working knowledge and experience in serving low-income families from one or more diverse national origins and cultures; (b) Both experiential and research-based evidence of the cultural/nationality factors that may have prompted the need for tailored outreach, intervention or service strategies; (c) Participation of the affected population(s) in the design, implementation and evaluation of the strategies; and (d) Positive impact of the strategies on achieving client outcomes (i.e., participation rates, improved individual or family conditions).

Each 10-20 page report prepared with funds under this section will describe: (e) The service needs of the population(s) being addressed; (f) The special circumstances or challenges posed by the background and/or traditions of the population that had to be taken into account in service outreach, planning, delivery and evaluation; (g) How these challenges or circumstances were addressed; (h) Evidence of the success of the approach(s), with particular emphasis on individual and family outcomes; and (i) Agency contacts for further information.

Eligible Applicants: State CSBG Lead Agencies, State CAA Associations, local eligible entities, and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofsf/forms.htm

Anticipated Grant Awards: Up to 10 awards at a maximum of \$ 7,500 each for one year.

Sub-Priority 1.6 – Asset Formation and Financial Service Opportunities (AF)

OCS seeks to encourage State and local community action agencies to provide low-income individuals and families opportunities to improve their immediate and longer-term financial capacities through:

- Expanded life skills education that helps low-income individuals and families learn and apply effective household management and budgeting techniques, consumer purchasing practices, cost-effective meal planning and food preparation and how to establish and use banking and financial services, such as checking and savings accounts.
- Increasing the availability of more traditional banking services to low-income families, such as checking and savings accounts, thereby reducing or eliminating their reliance on the high-fee, high interest, check cashing and loan businesses that currently dominate routine financial transactions in low-income neighborhoods.
- Help eligible individuals and families apply for, and receive, Earned Income Tax Credits and other cash benefits or services to which they are entitled; and
- Create new opportunities for low-income individuals and families to accumulate assets in subsidized Individual Development Accounts toward the purchase of life-changing opportunities, such as the initial

capitalization of a small business, making a down payment on the purchase of a first home, or pursuing higher education.

OCS will fund one grantee for a maximum of three years to provide national leadership in helping State and local community action agencies achieve the four components of low-income asset accumulation and financial service opportunity described above.

The successful applicant will demonstrate in the narrative portion of the application the knowledge, experience and action steps necessary to install each of the four components in at least 20 States, 250 local community action agencies and among 15,000 low-income families by Fiscal Year 2006.

Eligible Applicants: State CSBG Lead Agencies, State CAA Associations, local eligible entities, and private non-profit organizations (including faith and community-based organizations).

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;

- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award one grant at a maximum of \$75,000. Awards, on a competitive basis, will be for a one-year budget period. The project period may be up to 3 years. Applications for continuation grants funded under these beyond the one-year budget period but within the 3-year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

Priority Area 2.0 – Achieving Goal 2: The Conditions in Which Low-Income People Live Are Improved

OCS will continue to support efforts within the Community Services Network to build and advocate for the necessary community infrastructures that support low-income families as they progress through the "self-sufficiency continuum" toward greater economic independence.

Traditionally, the Network has focused its community-building work on: (a) creating needed services, job opportunities or facilities to support low-income families; and (b) advocating that other agencies, both public and private, pay more attention to the needs of low-income families and their neighborhoods.

As with Priority Area 1, “Helping Poor People Become More Self-Sufficient,” OCS recognizes the ongoing need within the Community Services Network to find better ways of sharing information on effective community infrastructure supports and advocacy strategies across State and local agencies and among the various programs administered within each agency.

Such information is all the more critical today as we better understand the interdependency of services to individuals and families, and the availability of corresponding opportunities and supports within a community. Job training in a community without jobs or employment opportunities in the absence of a trained workforce advances neither families nor communities.

Sub-Priority Area 2.1 – Community Building Knowledge Transfer Collaborations (CK)

OCS will support up to five collaborations among State and/or local community action organizations to advance community-building strategies in one or more of the categories described above. Specifically, OCS will fund new or pre-arranged working relationships between or among any combination of two or more State agencies, State CAA associations or local agencies to spread the adoption of successful strategies.

Grants may support collaborations that involve a variety of relationships, including: (a) One agency providing technical assistance to another, such as one State

agency, CAA association or local agency helping another; (b) A number of agencies or associations with common needs receiving technical assistance from an outside source; or (c) A “consortia” of agencies helping each other work toward common community improvements or outcomes.

Successful applicants for Knowledge Transfer Collaboration Grants must demonstrate in their application: (d) Understanding of the community infrastructure needs to be addressed by the collaboration; (e) Clear delineation of the roles and responsibilities of each partner in the collaboration, both in terms of providing and receiving technical assistance; (f) A detailed plan for carrying out each phase of improvement planning, implementation and evaluation and reasonable timelines for completion; (g) The anticipated community-focused outcomes to be achieved as a result of technical assistance and collaboration; and (h) A formal collaborative agreement signed by all parties containing this information.

Eligible Applicants: State CSBG Lead Agencies, State CAA Associations, local eligible entities, and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization’s listing in the Internal Revenue Service’s (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or

- other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
 - e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award 5 grants at a maximum of \$25,000 each. Awards, on a competitive basis, will be for a one-year budget period. The project period may be up to 3 years. Applications for continuation grants funded under these beyond the one-year budget period but within the 3-year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

Sub-Priority 2.2 – Expanding Technology Training and Career Opportunities (TC)

OCS will support the development of a technical assistance guide that: (a) Reviews and summarizes current research on low-income individual and family access to training and employment in the emerging technologies of the "new economy;" (b)

Assesses the current status of technology training and employment assistance among community action agencies; and (c) Provides guidance on how to establish new or expanded technology training and employment programs within community action, including examples of effective community action efforts and partnerships and contacts for further information and technical assistance.

Eligible Applicants: State CSBG Lead Agencies, State CAA Associations, local eligible entities, and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under “Grants Manuals & Forms” at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Award: OCS plans to make one award at a maximum of \$50,000 for one year.

Priority Area 3.0 – Achieving Goal 3: Low-income people own a stake in their community

The Community Services Network has a long and proud tradition of helping low-income individuals and families participate in community governance and service activities that impact the quality of their lives. Indeed, this is a core tenet of community action, one that has endured over the past four decades.

OCS recognizes that opportunities for citizen involvement in community life have grown and changed over the years. Many Federal, State and local programs designed to help low-income populations now require citizen involvement or oversight in program design and operation. Similarly, OCS understands potential challenges to greater participation in community affairs faced by many low-income individuals and parents, including such factors as a lack of time for such involvement because they hold several jobs, lack of familiarity or experience with community participation, or fear of adverse consequences resulting from such participation.

OCS will fund two types of grants focused on preserving and strengthening community action’s work to encourage greater participation of low-income individuals and families in community service and governance:

Sub-Priority Area 3.1 – Volunteers for Service in the Community (CS)

OCS will provide funds to support the development of technical assistance materials that will help local community and faith-based organizations create or expand programs that encourage volunteer participation of low-income individuals and families in community service.

Funds are being made available to eligible community organizations, including those that are faith-based, to create or expand “people helping people” programs and document their experience for the Network. Among the types of programs or services for which documentation is requested are those that provide:

- Mentoring or guidance opportunities to children or at-risk youth;
- Assistance to adults for forming or maintaining healthy marriages;
- Guidance to promote responsible fatherhood;
- Peer supports for mental health, substance abuse treatment, and recovery;
- Home maintenance and rehabilitation assistance;
- Emergency food distribution or nutritional guidance;
- Home-based or communal services that support independent living among senior citizens or individuals with disabilities; or
- Opportunity for increased participation in neighborhood watch or other safety efforts.

Successful applicants will demonstrate in their application a plan to conduct and evaluate such programs and to submit to OCS a report that describes: (a) The needs of the community that were addressed by the citizens volunteer initiative; (b) The approach

taken to solicit volunteers and the number of volunteers recruited; (c) Any special training or other forms of preparation provided volunteers prior to service; (d) The work done by volunteers; and (d) The results of their work, in terms of improvements in the lives of low-income individuals being serviced or to the community in which they live.

Eligible Applicants: Local eligible entities and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under “Grants Manuals & Forms” at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award 5 grants at a maximum of \$25,000 each for one year.

Sub-Priority Area 3.2 – Strengthening Participation in Agency Governance (AG)

OCS will provide funds to support the development of technical assistance materials that will help local community agencies broaden and strengthen the involvement of low-income individuals and families in program oversight and governance.

Funds are being made available to eligible community organizations to undertake such efforts and to document their experience for sharing within the Network. Among the kinds of activities envisioned by OCS for support through this announcement are:

- Effective strategies to recruit low-income individuals to serve on agency governing boards or advisory committees, including those for the agency and for individual programs, such as Head Start or an agency-sponsored housing program;
- Improving coordination among various governing, oversight and advisory boards or committees within community action, including opportunities of cross-membership or representation by low-income individuals or their representatives; and

- Procedural and substantive training of low-income members of governing boards and advisory committees in skills needed in carry out their functions, with particular emphasis on Results Oriented Management and Accountability (ROMA) concepts.

Successful applicants will demonstrate in their application a plan to conduct and evaluate such programs and to submit to OCS a report that describes: (a) The needs of the agency that were addressed by strengthened citizen participation in agency governance and oversight; (b) The approach taken to recruit or retain low-income participants; (c) Training or other forms of preparation provided low-income participants to facilitate governing, oversight or advisory activity; and (d) Results as measured by improvements in the lives of low-income individuals being serviced or to the community in which they live.

Eligible Applicants: Eligible entities and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net

- earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award 4 grants at a maximum of \$20,000 each for one year.

Priority Area 4.0 – Achieving Goal 4: Partnerships among Supporters and Providers of Service to Low-Income People are Achieved

OCS continues to support efforts made by State and local agencies that comprise the Community Services Network to form new and strengthened partnerships with other programs and service providers in order to achieve robust family and community-building goals.

In recent years, OCS has been made increasingly aware of two issues that may affect the continued ability of the Network to form and sustain crucial partnerships at the State and local levels:

- The organizational location of CSBG administration within State governments; and

- Procedural and technical challenges to sharing customer information among “partnering” local services agencies.

OCS will fund two national technical assistance studies to gather information concerning these two issues to better inform the Network.

Sub-Priority Area 4.1 – State Organizational Patterns and Program Coordination (SO)

OCS will support a one year study of State CSBG lead agencies to examine what, if any, impact the placement of CSBG responsibility within State government has on the ability of State CSBG administrators to form effective working partnerships with other State programs and officials.

This study will gather, analyze and present information from all 52 States receiving CSBG funding concerning: (a) The administrative location and level of CSBG responsibility within State government; (b) The extent and nature of formal and informal partnerships that have been formed with other programs of State officials; (c) The views of State CSBG officials and others concerning the possible correlation of organizational location on their ability to form and sustain partnerships; (d) The impact of CSBG coordination on State planning and funding (purpose, structure and amounts); (e) The impact on funding to local community action against agencies (amount, sources, purposes); and (f) Evidence of coordination effectiveness as measured by family or community outcomes.

Eligible Applicants: State CSBG Lead Agencies and State CAA Associations.

Anticipated Grant Award: OCS plans to award one grant at a maximum of \$45,000 for one year.

Priority Area 5.0 – Achieving Goal 5: Agencies Increase Their Capacity to Achieve Results

Over the past few years, OCS has funded a number of national training and technical assistance resources that have provided the Network at the State and local levels an opportunity to increase its capacity to achieve one or more of the six national family, community or agency goals.

Sub-Priority Area 5.1 – ROMA Implementation Clearinghouse (CH)

OCS will support a 3-year grant for continued operation of a ROMA Implementation Clearinghouse to coordinate the on-going effort to achieve universal and sustained ROMA implementation. The Clearinghouse is responsible for a variety of tasks, including:

Identifying individuals and information resources within, or associated with, the Network that can help State CSBG lead agencies, State CAA associations and local eligible entities carry out their ROMA implementation plans;

Serving as a referral source for partners in the Network seeking one or more forms of basic, intermediate, or advanced technical assistance on one or more of the following ROMA implementation areas:

- (a) Leadership Training and the Use of ROMA for Program Renewal;
- (b) ROMA-based Needs Assessment and Strategic Planning;
- (c) Development and Use of Client, Community or Organizational Outcome Measures;
- (d) Strategic Board Selection and Involvement in Agency Goal Setting and Results-Oriented Oversight;
- (e) Client and/or Community-Focused Programming and Service Delivery;

- (f) ROMA-Focused Staffing (training, linkage to client/community outcomes);
- (g) ROMA Compatible Information Systems (collection, analysis and report of client, community and/or organizational outcomes);
- (h) Use of ROMA to Expand Program Linkages within and outside of Agency;
- (i) Results-Oriented Financial Management;
- (j) Use of ROMA to strengthen State agency monitoring of local programs; and
- (k) Ways of Using ROMA to “Tell Our Story” Better to State legislatures, local governing authorities, and/or the public.

Organizing and/or conducting ROMA implementation training and technical assistance on-site visits, meetings and/or conferences at the request of State CSBG lead agencies, State CAA associations or local entities.

Eligible Applicants: Local eligible entities and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization’s listing in the Internal Revenue Service’s (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;

- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Award: OCS plans to award one grant at a maximum award of \$200,000. Awards, on a competitive basis, will be for a one-year budget period. The project period may be up to 3 years. Applications for continuation grants funded under these beyond the one-year budget period but within the 3 year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

Sub-Priority Area 5.2 – Improving Community Action Service Coordination and the Measurement and Reporting of Results for Coordinated Service Initiatives

Many community action agencies have undertaken coordinated service delivery strategies to help customers achieve broad outcomes, such as self-sufficiency. Other agencies continue to provide families a variety of services, often several at a time, with little or no interaction or strategic planning across programs. In both cases, OCS recognizes a need for helping the Community Services Network better understand the

potential need for helping agencies look for ways to better coordinate and integrate their services and, once that occurs, helping them capture and report coordinated service outcomes.

OCS will fund a study that examines these two coordinated service issues. Specifically, OCS will support a study of: (a) Patterns of service delivery and service needs of customers in community action agencies that have implemented coordinated services initiatives to promote family development and self-sufficiency; and (b) Potential models for data collection, analysis and reporting that captures the results cross-program coordinated service initiatives over time.

The study to be funded must address the following: (c) A description of the data collection and report issues confronting local agencies with coordinated service programs focused on family development and/or family self-sufficiency; (d) An examination and reporting of service needs and service patterns among customers in five or more local community action agencies; (e) The development and testing of approaches to measure and report cross-program service delivery results; and (f) The presentation of recommended models for integrating local, State and Federal program reports about families and communities served by community action agencies.

Eligible Applicants: State CSBG Lead Agencies, State CAA Associations, local eligible entities, and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal

Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;

- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award one grant at a maximum of \$80,000 for one year.

Priority Area 6.0 – Achieving Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

Because Goal 6 reflects ACF's priority to strengthen families, particularly the role of fathers in child and family life, OCS intends to fund a number of technical assistance

and capacity-building activities focused on community action initiatives that seek to enhance outcomes for children and their families as a result of the presence and positive influence of fathers. OCS believes that without such an emphasis, low-income families will continue to exist with disproportionate numbers of absent fathers. Evidence indicates that the absence of participating fathers from households not only damages the economic condition and prospects for low-income families, but may also contribute to a number of negative social outcomes for children and youth that lack the guidance and emotional benefits that come from having two parents involved in their upbringing.

In addition, OCS seeks to expand and strengthen work done by the Community Services Network to encourage the formation and maintenance of healthy marriages among low-income individuals. Such marriages provide the best opportunity for children to grow up in nurturing, stable and economically viable families.

Sub-Priority Area 6.1 – Strengthening the Role of Fathers in Child and Family Life (MS)

OCS will fund applicants to develop special initiatives designed to strengthen family functioning outcomes due to the active involvement of fathers in family life. Specifically, the successful applicant(s) for these capacity-building grants will demonstrate in their applications the ability to: (a) Identify specific needs within the community involving the economic and social condition of fathers of low-income children and families, both present and absent from the household; (b) Identify specific strategies for addressing those needs, including the development of coordinated interventions/services through partnerships with other service providers to enhance the status of affected males in their role as individuals and fathers to children in low-income families; (c) Undertake special initiatives to involve fathers in the lives of their children

and increase their capacity to contribute to the economic, developmental and social well being of those children; and (d) capture and report the results of such involvement on all appropriate aspects of family life (at a minimum, economic, social and developmental outcomes).

Eligible Applicants: Local eligible entities and private non-profit organizations including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under “Grants Manuals & Forms” at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award 3 grants at a maximum of \$40,000 each for one year.

Sub-Priority Area 6.2 – Promoting Healthy Marriages (HM)

OCS will fund applicants to develop special initiatives designed to promote healthy marriages among low-income populations. Specifically, the successful applicant(s) for these capacity-building grants will demonstrate in their applications the ability to: (a) Identify specific needs within the community regarding family formation and assistance to individuals interested in forming and sustaining healthy marriages; (b) Identify specific strategies for addressing those needs, including the development of coordinated interventions/services through partnerships with other service providers to enhance the prospects for healthy marriage formation and sustained marriages among low-income populations; (c) Undertake special initiatives to provide needed assistance, including instruction or marriage education, when appropriate, to increase the capacity of participants to form healthy marriages and thereby contribute to the economic, developmental and social well-being of affected children; and (d) capture and report the results of such affirming activity on all appropriate aspects of family life.

Eligible Applicants: Local eligible entities and private non-profit organizations, including faith and community-based organizations.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing:

- a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status;
- e. Any of the items in the paragraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant is a local non-profit affiliate.

Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at:

www.acf.hhs.gov/programs/ofs/forms.htm

Anticipated Grant Awards: OCS plans to award 3 grants at a maximum of \$40,000 each for one year.

2. Project and Budget Periods

This announcement is inviting applications for project periods ranging from one to three years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for up to 3 years. See the Priority Area description for exact information pertaining to project and budget periods.

Note: Please note that specific project periods under this announcement vary depending on the Sub-Priority Area

3. Project Beneficiaries

The overall intended beneficiaries of the projects to be funded under this FY 2003 CSBG Training, Technical Assistance and Capacity-Building Program Announcement are the various “partners” in the Community Services Network. Specific beneficiaries are indicated under each sub-priority area in Part C of this announcement.

4. Sub-Contracting or Delegating Projects

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. This prohibition does not bar the making of sub-grants or sub-contracting for specific services or activities needed to conduct the project. However, the applicant must have a substantive role in the implementation of the project for which funding is requested.

5. Separate Multiple Applications

Separate applications must be made for each sub-priority area. An applicant will receive only one grant in a sub-priority area. Applicants that receive more than one grant for a common budget and project period must be mindful that salaries and wages

claimed for the same persons cannot collectively exceed 100 percent of the total annual salary. The sub-priority area must be clearly identified by title and number.

6. Project Evaluations

Each application must include an assessment or self-evaluation to determine the degree to which the goals and objectives of the project are met, such as client satisfaction surveys, administration of simple before/after tests of knowledge with comparison of scores to show grasp of teaching points, simple measures of the results of service delivery and others as appropriate. Goal setting and goal measurement should be the framework for evaluation. Goals, to the extent suitable, should be impact-oriented.

7. Evaluation Criteria

Applications that pass the pre-rating review will be assessed and scored by reviewers. Each reviewer will give a numerical score to each application reviewed. These numerical scores will be supported by explanatory statements on a formal rating form describing major strengths and weaknesses under each applicable criterion published in this announcement.

The in-depth evaluation and review process will use the following criteria coupled with the specific requirements contained in Part B and C.

Criteria for Review and Evaluation of Applications Submitted Under this Program Announcement

Evaluation Criterion I: Approach (Maximum: 30 points)

The work program is results-oriented, approximately related to the legislative mandate and specifically related to the sub-priority area under which funds are being requested. Applicant addresses the following: Specific outcomes to be achieved; performance targets that the project is committed to achieving, including reasons for not setting lower or higher target levels and how the project will verify the achievement of these targets; critical milestones which must be achieved if results are to be gained; organizational support, including priority this project has for the agency; past performance in similar work; and specific resources contributed to the project that are critical to success.

Applicant defines the comprehensive nature of the project and methods that will be used to ensure that the results can be used to address a statewide or nationwide project as defined by the priority area.

Evaluation Criterion II: Objectives and Need for Assistance (Maximum: 20 points)

a. The application documents that the project addresses vital needs related to the purposes stated under the appropriate sub-priority area discussed in this program announcement (Part B and C) and provide statistics and other data and information in support of its contention. (0-10 points)

b. The application provides current supporting documentation or other testimonies regarding needs from State CSBG Directors, local service providers and/or State and Regional organizations of local service providers. (0-10 points)

Evaluation Criterion III: Organizational Profiles (Maximum: 20 points)

The applicant demonstrates that it has experience and a successful track record relevant to the specific activities and program area that it proposes to undertake.

If applicant is proposing to provide training and technical assistance, it details its competence in the specific program priority area and as a deliverer with expertise in the specific fields of training and technical assistance on a nationwide basis. If applicable, information provided by the applicant also addresses related achievements and competence of each cooperating or sponsoring organization. (0-10 points)

Applicant fully describes, for example in a resume, the experience and skills of the proposed project director and primary staff showing specific qualifications and professional experiences relevant to the successful implementation of the proposed project. (0-10 points)

Evaluation Criterion IV: Results or Benefits Expected (Maximum: 15 points)

Applicant adequately describes how the project will assure long-term program and management improvements and have advantages over other products offered to achieve the same outcomes for State CSBG offices, CAA State and/or regional associations, and/or local providers of CSBG services and activities.

The applicant indicates the types and amounts of public and/or private resources it will mobilize, how those resources will directly benefit the project, and how the project will ultimately benefit low-income individuals and families.

If proposing a project with a training and technical assistance focus, applicant indicates the number of organizations and/or staff it will impact.

If proposing a project with data collection focus, applicant provides a description of the mechanism it will use to collect data, how it can assure collections from a significant number of States, and the number of States willing to submit data to the applicant.

If proposing to develop a symposium series or other policy-related project(s), the applicant identifies the number and types of beneficiaries.

Methods of securing participant feedback and evaluations of activities are described in the application.

Evaluation Criterion V: Evidence of Significant Collaborations (Maximum: 10 Points)

Applicant describes how it will involve partners in the Community Services Network in its activities. Where appropriate, applicant describes how it will interface with other related organizations.

If subcontracts are proposed, documentation of the willingness and capacity for the subcontracting organization(s) to participate is described.

Criterion VI: Budget and Budget Justification (Maximum: 5 points)

a. The resources requested are reasonable and adequate to accomplish the project (0-3 points)

b. Total costs are reasonable and consistent with anticipated results. (0-2 points)